

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post PANAMA	2. Agency STATE	3a. Position Number A52682		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes 1 (A52022) <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center; margin-top: 10px;">(Position Number)_____ (Title)_____ (Series)_____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)_____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RHRO	Procurement Agent, 810	FSN-7; FP-7	MAM	02/25/10
b. Other				
c. Proposed by Initiating Office FAC				
6. Post Title of Position (if different from official title) Purchasing Agent/Procurement Agent		7. Name of Employee		
8. Office/Section Management		a. First Subdivision Facilities Management		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. BASIC FUNCTION OF POSITION This is a non-supervisory position reporting directly to the American Facility Manager Supervisor. This position has three basic functions: 1) Handling and overseeing all procurement actions for the Facility Management Section; 2) Handling all project contract documentation for submission to the ILMS system, i.e. project statement of work (SOW), independent government cost estimate (IGCE), schedules, contractor security clearance requests, materials receipts and delivery documentation. 3) Serving as the Administrative Assistant for the American Facility Manager and Deputy Facility Manager. Duties include, but are not limited to the following:				

- procuring goods, services, and supplies requested and approved for Facility Management Section;
- analyzing local and US market price levels for goods, services or supplies solicited;
- assisting in all phases of contract development, solicitation, and administration;
- applying FAM, FAR, DOSAR cookbook and other Embassy guidelines to procurement instruments;
- Provides administrative assistance to the Facility Maintenance Section. Maintains all Facility procurement, contracting, personnel, non-residential and residential work order historical files for reference. Provide administrative support for the GMMS Work Order System application
- The incumbent provides advice to the Facility Manager on the performance of the \$100,000 Janitorial Contract and drafts correspondence in support of contract requirements for review and approval.
- Arranges for purchases of more than \$250,000 annually in maintenance repair parts and services in support of the residential and non-residential properties maintained by the Facilities Management Section.

14. Major Duties and Responsibilities

% of time

1. PROCUREMENT

40%

- A. Processes procurement requests approved by Facility Manager US Supervisors for Facility Management Sections. Reviews requisitions to determine that proper specifications or purchase descriptions are included in procurement requests. Seeks possible sources (U.S. vendors, local vendors or other sources) and performs market surveys to ensure the vendor can comply with specifications or purchase descriptions and applicable clauses. Reviews requisitions and determines appropriate methods of procurement (e.g. purchase card, purchase order, delivery order, blanket purchase agreement, contract, etc.), forwards the documentation to the vendor once it has been signed by the Contracting Officer (except for credit card transactions), and ensures the goods/services/supplies are properly received and paid for. When performing a credit card transaction, approve the purchase card order and send it to the vendor. Ensure that FAM, FAR, DOSAR, and other Embassy guidelines are implemented and followed.
- B Financial Duties: -;
- a. Review and prepare the balance for the Credit Card expenditures monthly. Authorized single purchase limit of \$3000 USD per procurement action up to a maximum of \$50,000 USD
 - b. Run the report from the ILMS system and compare against the Purchase Card statement.
 - c. Make sure that all purchases have the authorized fund-cite and the original invoice signed by the Maintenance Supervisor. Provide credit card report detailing the purchase and the credit card signed by the Procurement Agent.
 - d. Track Facility Management financial obligations and authorizations under the COAST application for the 7901.C Non-Residential properties and 7901.3 Residential properties.
 - e. Manage and track the established blanket purchase order agreement authorizations (BPA), reconciling the accounts monthly with the Financial Management office.
 - f. Track and process the required ILMS documentation for all Petty Cash requests within Facility Management.

2. CONTRACTING30%

- A. Report to the Facility Manager and the Procurement Supervisor in managing the contracting process for all Facility Management contracts not to exceed \$3,000 USD per contract. This includes but is not limited to the following:
1. Pre-Award Process: prepares pre-solicitation documents for Construction contracts and drafts initial solicitations using A/OPE models as required. Submits Request for Proposals (RFP) and follows up on the solicitation process. Assists in the preparation of questions and answers arising from the process. Prepares amendments if needed. Contact contractors to clarify issues on contractual requirements.
 2. Post-Award Documents: Requests security clearances as needed and prepares notices to proceed. Drafts Facility Manager appointment documents for RSOs approval.

B. Contract Administration:

1. Prepares contract modifications as necessary, ensuring sufficient funds are authorized; provides guidance to contractor from pre-award, notice to proceed, and concerning obligations to perform within contractual terms; reviews, analyzes, and recommends follow on action to COR.
2. Prepares performance evaluation documents when needed; as well as close-out documents.
3. Coordinates with the contractor on all technical matters that may arise in the administration of a contract.
4. Assists COR during the pre-proposal conference as needed.
5. Receives deliverables (supplies, services, and/or reports) on behalf of the Government.
6. Verifies efficient and satisfactory performance of work by the contractor in order to authorize payments.
7. For warranty or maintenance clause discrepancies, notify the COR and the contractor of any deficiencies in workmanship or materials immediately and monitor response and repair times as stipulated in the contract.
8. Prepares documentation for the record and for COR and CO review. Respond to direct queries from GSO Contracting Office.

3. ADMINISTRATIVE SUPPORT

30%

A. Office Administration and Management.

1. Coordinate all OBO technical and managerial visits to Post. Arrange for Hotel accommodations, Taxi, or Motor pool Services. Process all electronic Country Clearance requests from OBO for the Facility Section.
2. Coordinate and submit RSO Security Access requests for local contractors and Facility personnel.
3. Provide guidance to the new employees, order and distribute safety clothing, prepare landlord maintenance request formal letters, arrange for computer and office equipment support, organize GMMS and materials stock level inventory requirements.
4. Responsible for the time and attendance record requirements and record of leave for the entire Facility Section accounting for 32 positions.
5. Responsible for the Travel Orders and processing of training requests for Facility Management Section
6. Provides direct Administrative assistance to Facility Manager, FM Assistant, and Facility Staff daily.

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two years of post-graduate education (an Associate's degree) in office management or administration is required.
- b. Prior Work Experience:
Two to three years of experience working in procurement and acquisition of materials and services is required. One year minimum office management experience required.
- c. Post Entry Training:
Incumbent must take Procurement Training (especially credit card course), Petty Cash, Standard Office Software Applications and Specialized State Dept. applications such as WEBPASS (procurement), Global Maintenance Management System (GMMS) Work Orders, COAST Financial tracking, and Time and Attendance applications. Incumbent will receive on-the-job training to learn USG procurement and contracting laws and regulations, listed properties under operating lease, and internal rules and regulations.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish is required. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.
- e. Job Knowledge:
Good knowledge of procurement procedures is required. Must know what brands of tools and materials are available locally. Must understand quality of products on the Panama market and be able to determine whether to purchase locally or order from the United States. Must have a basic understanding of technical terms such as terms of measurements, tools and material names. Must have a basic understanding of general facilities maintenance terms related to air-conditioning parts, electrical supplies, plumbing supplies, etc. Must know how to use MS Word applications and Excel spreadsheets. Must know how to navigate browsers for Internet research for resources. Must know how to formulate formal letters, organize files, and handle customer service written and oral requests.
- f. Skills and Abilities:
Must be able to work in a team environment. Must have the ability to work under pressure. Must know how to prioritize. Must have good communication skills. Must be able to analyze general market price levels for goods or services. Must be able to use MS computer applications and Department of State specialized applications to process materials and services requests. Must have good telephone and customer service skills.

16. POSITION ELEMENTS

- a. Supervision Received:
Direct supervision by the American Facility Manager. Supervision of procurement actions by the Facility Manager and by the Section Head or Representative of the Procurement office.
- b. Supervision Exercised:
None
- c. Available Guidelines:
FAM, FAH, Federal Acquisition Regulations, Department of State Acquisition Regulations, and Post policies Instructions from American Facility Manager. Incumbent may be required to attend GSO Procurement Section or Financial Management Section meetings and training as prescribed.
- d. Exercise of Judgment:
Position requires excellent judgment and the ability to make decisions without direct consultations.
- e. Authority to Make Commitments: May commit to approved procurement actions through the use of a Purchase Card only. Must perform prescribed documentation preceding and following each procurement action to avoid an unauthorized commitment. In the absence of the Facility Services Coordinator, may commit Facility Technical resources to respond to emergency and urgent calls for maintenance and repair for non-residential and residential properties, by direction of the American Facility Manager or Deputy Facility Manager.

f. Nature, Level, and Purpose of Contacts:

Communicates by phone, written, or e-mail correspondence with all levels of the Mission staff such as the Ambassador's OMS, other mission employees, and landlords or property managers concerning appointments and work plans.

f. Time Expected to Reach Full Performance Level: 6 months.